

2008-2014 CAPITAL PLANNING SYSTEM USER MANUAL

Space Occupied (Subleased) in Non-State-Owned Property Leased by Another State Agency (Form SYP-B4e)

Upon choosing Form SYP-B4e from the **SELECT OPTION** page, the user will be taken directly into the single text field that must be completed on this form.

The up and down arrows and scroll bar – to the right of the text box - may be used to view the contents of this field.

PRINTING THE FORM SYP-B4e REPORT

For a printed copy of the information entered on Form SYP-B4e, the user must choose “View/Print Forms” under Agency Level Reports on the **SELECT OPTION** page. This report cannot be printed directly from the Form SYP-B4e data entry page.

All reports are provided in PDF, which requires the Adobe Acrobat Reader. (This software may be downloaded from the capital planning system **HOME** page.)

REQUIRED DATA FIELDS

Before the cabinet/agency contact can submit the completed agency plan to CPAB, the system will run a series of checks to ensure that all required data fields have been completed. If the agency has indicated on its Plan Checklist that since April 1, 2005, there have been changes in the agency's occupancy (sublease) of non-state-owned facilities that are leased by another state agency, *its capital plan will not be submitted electronically until Form SYP-B4e is completed.*